

CONFIDENTIAL

ILLEGIB

13 NOV 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Space Allocation - Office of Communications

1. This memorandum is for your information.

2. During our recent conversation relative to the proposed reorganization of the Office of Communications, the problem of space for this Office was mentioned. You suggested that I prepare a paper summarizing our present holdings, projected requirements and possible space alignments to satisfy those requirements. This paper is for that purpose.

3. I have attached the present allocation of OC space as recorded by the Office of Logistics (this does not include [REDACTED])

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4. Our reorganization plans are based on not increasing our personnel ceiling, therefore OC space requirements at present and for the foreseeable future remain substantially unchanged.

5. The most desirable OC answer to space utilization would be to relocate our engineering people now in Ames Building to Headquarters in space configured to collocate our new subcomponents.

6. We can, of course, continue to operate with essentially the same space distribution we now have but hopefully with reconfigurations in assigned Headquarters space so as to accommodate our proposed reorganization.

7. Should circumstances require OC to be further displaced out of present Headquarters building. I would urge that you consider relocating OC in one building [REDACTED]. In this connection we must remember that our [REDACTED] (Signal Centers), requiring approximately 22,000 square feet must remain in the Headquarters building. Thus, OC would need some 43,000 square feet outside of Headquarters, hopefully in the suggested [REDACTED] building.

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8. I think it worth noting that in October of 1968 OC did move twenty (20) people from Ames and Headquarters buildings to [REDACTED]. This move benefited both our organization and space utilization [REDACTED]. OC's key interest in [REDACTED] also makes a case of OC Headquarters being in [REDACTED] (if we are to be moved out of Headquarters) between Headquarters and [REDACTED] for transportation purposes.

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[REDACTED]
Director of Communications

Attachment
space allocation